



Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL

Eric Friedlander
SECRETARY

Melissa A. Moore, Director
Division of Regulated Child Care
Eastern Branch
455 Park Place, Suite 120A
Lexington, KY 40511

Adam Mather
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: Brookside Elementary School	Provider Information	CLR No: L383279
Provider Address: 199 Brookside Drive, Nicholasville, KY, 40356	Provider Type: LICENSED TYPE I	Capacity: 100
Owner(s): Jessamine County Schools		Director(s): Jones, Jenny

Inspection Type: Renewal Application	Inspection Information	Inspection No: 305808
Date Initiated: 02/04/2021 2:50 PM	Date Concluded: 02/04/2021 4:30 PM	
	No. of Children Present: 8	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance
385 - Personnel File	Not In Compliance

922 KAR 2:090. Section 9. Records.
(1) A child-care center shall maintain:
(e) A current personnel file for each child-care center staff person to include:
1. Name, address, date of birth, and date of employment;
2. Proof of educational qualifications;
3. Record of annual performance evaluation;
4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and
5. The results of background checks conducted in accordance with 922 KAR 2:280;

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. A staff member hired on 10/18/2019, did not have the results of the KARES background check on file. The finger-print page was in the staff members file but the results of the background check indicating that the staff was eligible for employment was not on site.

Inspection Report

Programming

Not In Compliance

420 - Program of Activities Followed

Not In Compliance

922 KAR 2:120. Section 2. Child Care Services.

(4) The child-care center shall provide a daily planned program:

- (a) Posted in writing in a conspicuous location with each age group and followed;
- (b) Of activities that are individualized and developmentally appropriate for each child served;
- (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and
- (d) Unless the child-care center is a before- or after-school program that operates part day or less, that offers a variety of creative activities including:

- 1. Art or music;
- 2. Math or numbers;
- 3. Dramatic play;
- 4. Stories and books;
- 5. Science or nature;
- 6. Block building or stacking;
- 7. Tactile or sensory activity;
- 8. Multi-cultural exposure;
- 9. Indoor or outdoor play in which a child makes use of both small and large muscles;
- 10. A balance of active and quiet play, including group and individual activity;
- 11. An opportunity for a child to:
 - a. Have some free choice of activities;
 - b. If desired, play apart from the group at times;

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. The facility did not have a posted lesson plan for school-age children. The staff in charge located a lesson plan in a binder and it was dated December 2020. The lesson plan shall be posted in writing in a conspicuous location with each age group.

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

In Compliance

Food Service/Food Program

In Compliance

Food Service

Not In Compliance

1130 - Menu

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

(16) A weekly menu shall be:

- (a) Prepared;
- (b) Dated;
- (c) Posted in advance in a conspicuous place;
- (d) Kept on file for thirty (30) days; and
- (e) Amended in writing with any substitutions on the day the meal is served.

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. The facility did not have a posted snack menu. The weekly menu shall be prepared in advance, posted in a conspicuous place, and dated.

Children's Records

Not In Compliance

1135 - Immunization

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

- (a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. A child's file contained an immunization certificate that did not have an expiration date. This area was left blank on the immunization certificate. The child had been enrolled in excess of thirty days.

Inspection Report

Written Documentation

Not In Compliance

1170 - Professional Development

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:**
- (f) A written annual plan for child-care staff professional development;**

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. Two staff members did not have current professional development plans on file. Professional development plans are to be conducted annually and documented.

1195 - Fire Drills

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

- (12) A fire drill shall be:**
 - (a) Conducted during hours of operation at least monthly; and**
 - (b) Documented.**
- (13) An earthquake drill and a tornado drill shall be:**
 - (a) Conducted during hours of operation at least quarterly; and**
 - (b) Documented.**

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. The only documented fire drill on site was from October of 2020. Fire drills shall be conducted monthly and documented.

Posted Documentation

Not In Compliance

1210 - Disaster Course of Action

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:**
- (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;**

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. The facility did not have a posted written plan outlining the course of action in the event of a natural or manmade disaster. The facility had a diagram posted, but no written evacuation plan was posted with the diagram indicating where to go in the event of a fire, tornado, or earthquake.

Animals

In Compliance

Emergency Regulation

Not In Compliance

1260 - Emergency Regulation

Not In Compliance

922 KAR 2:410E. Emergency Regulation.

Due to the current declared public health emergency caused by the Novel Coronavirus Disease (COVID-19), licensed child care centers must operate under Centers for Disease Control and Prevention and public health guidelines, as mandated by 922 KAR 2:410E, to prevent the spread of COVID-19.

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. A substitute staff member did not have written evidence of completing the ECE 202 Requirements for Reopening Child Care training course. ECE-TRIS and the staff file were both reviewed.

Signature of Provider/Representative

Title

Date